

Flow meter calibration must be done annually
Instrument & Supply, Hot Springs, AR
501-262-3282

Kevin O'Neal

Get quote beginning of November 2009

Will only have to pay one-way (rather than round-trip) mileage and hourly rate if they can coordinate Cedar's calibration with the calibration at City of West Helena WWTP

Biomonitoring must be done once per year during discharge

American Interplex, LR, AR

Can do PO at beginning of fiscal year and wait until discharge to take samples

Be sure to tell them we will pick the cooler up rather than them ship it back to us and bill us

Last biomonitoring was done 2008

Security Contract must be renewed annually

Should have one final year of extension

Gary Hill Contract

Work with Fiscal to justify sole source

Mowing Contract

Currently with Patton Lawn Service

He has completed 2 mowings of the 10 on his contract. Remaining should be done in Spring before end of fiscal year. Then we will have to renew or rebid depending on what Fiscal requires. In the past we have been able to renew if the provider signs a letter saying they will remain under the same cost and contract constraints.

Gary sends in weekly reports via email that need to be sent to Zylab. AFIN 54-00068

Gary sends in monthly invoices via email and hard copy. Contract does not allow him to exceed 40 paid hours per week without requesting permission. Permission should only be given in extreme circumstances.

He request permission to discharge. Requests are routed through Drown, Shafii, Cassat, and Benefield. Samples are taken during every discharge and sent to ADEQ lab for BOD5, TSS, and TOC. Be sure to cc: Jeff Ruehr when permission to discharge is sent so he can expect samples. If biomonitoring is being taken then need to schedule with American Interplex as well. Periodically need to replenish supply of coolers, sample bottles (glass VOIAs and plastic ½ gallons), FedEx labels for shipping coolers to ADEQ and American Interplex, pH buffers, and gas.

At conclusion of week-long discharge need to notify Tonia Biggs with EPA via letter.

When/if something happens to one of the pumps we have used JA Riggs Tractor Co. in LR to fix or replace the pumps.

We used Graham Plumbing to fix a leak in the discharge pipe.